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MEMORANDUM FOR: ERA Division Chiefs
FROM: Chief, Economic Research Area
SUBJECT: Materials for FY '60 Program Planning
REFERENCE: ERA Procedures No. 1

30 JAN 1959

1. There are attached the following tentative schedules for the Fiscal Year 1960 research program:

Table A. NIE Contributions

Table B. NIS Contributions

Table C. Other Scheduled Support Projects

Table D. Scheduled Self-Initiated Area-Wide Projects

Tables A, B and C have been drawn up partly on the basis of scheduled commitments and partly on the basis of discussions with Branch and Division Chiefs. They represent our current best judgment of the probable requirements for direct support in FY '60. Table D lists the currently scheduled self-initiated area-wide projects which are expected to carry over into FY '60.

2. Each Division is now requested to take the following actions with respect to program planning for FY 1960:

a. Review carefully the attached lists for accuracy and completeness, and note any changes which are required, such as the addition or deletion of projects, or modification of due dates or of the listings of contributors.

b. Identify and note any additional area-wide projects currently underway which are scheduled for completion in FY 59 but will not actually be completed until FY 60 and which should therefore be rescheduled in the new program. This should include a statement of estimated man-hours required in FY 60, by component, and proposed new due dates.

c. Estimate the research-hours required, by project, for each branch in the division scheduled to participate in the area-wide projects listed in the attachments to this memorandum.

d. Prepare written proposals (forwarding information copies to each other division) for self-initiated area-wide projects recommended for inclusion in the FY 60 program, including suggested terms of reference, list of contributors, and proposed timing. Individual analysts are encouraged to submit ideas for such area-wide research projects.

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3. It is requested that all of the information specified in paragraph 2 be submitted to St/PR in duplicate not later than 9 February 1959. As now planned, the proposals for self-initiated area-wide projects will be considered at a meeting to be held on 12 February.

4. Following agreement upon the entire program of area-wide projects for FY '60, each division will be supplied with a schedule showing the estimated allocations of man-hours to all area-wide projects and will be requested to start detailed planning of Branch research programs. It is planned to have the tentative Branch programs submitted to St/PR by 2 March and to hold meetings to discuss these programs between 9-27 March. A schedule for the individual Branch discussions will be issued in due course.

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